

May 12, 2020



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1581  
Tullahoma, TN 37388

**Meeting Attendance  
May 12, 2020**

**Members Present**

<input checked="" type="checkbox"/>	Paul Sirks, Chairman
<input type="checkbox"/>	Karla Smith, Vice Chairman
<input checked="" type="checkbox"/>	Jennifer Benetti-Longhini, Secretary
<input checked="" type="checkbox"/>	Dr. Don Daniel, Treasurer
<input checked="" type="checkbox"/>	Mike Rutherford, Assistant Treasurer
<input checked="" type="checkbox"/>	Dr. Jim George, Assistant Secretary
<input checked="" type="checkbox"/>	Jason Waller

**Other Persons Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Ray Knowis
<input type="checkbox"/>	Tullahoma News

**Regular Meeting Minutes**

**Visitors:** No visitors.

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the March 10, 2020 meeting were reviewed and approved as written.**
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Dr. Daniel reviewed the financial statements.
- 5. Jon Glass presented the Airport Manager report:**

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### ***CURRENT PROJECTS***

**Terminal Building** – The City IT department is looking at replacing all computers in the terminal building. **We have reduced hours from 8:00 am to 5:00 pm due to lack of business. Presently the terminal is open to the public as traffic in and out of the building is very light.**

**Personnel** – Sarah Smithson is taking a few months off for COVID-19 concerns.

**Air Race 2020** – It has been canceled.

**CARES Act** – We will receive \$30,000 that can be spent on just about any Airport items. The Aeronautics Division should send us an application to receive the money any day now. I believe we should spend \$15,000 in this fiscal year and \$15,000 in next fiscal year on items such as part time salaries. Will work with Sue Wilson to track the expenses and spend the money where needed.

**Courtesy Car** – We have an opportunity to get a 2011 Dodge Nitro from the Police Department for \$2,500 that is being surplused. The car has 65,000 miles and new tires were installed at 58,000 miles. We received \$1,400 from vehicles surplused earlier this year to help offset cost. Our current Dodge Durango has 165,000 miles on it and needs a new front end for \$1,500. We have the 2011 Dodge Nitro from the Police Department. It is in really good shape! **We will put the Dodge Durango up for auction as soon as the Finance Department has time.**

**TN Airports Conference** – Postponed until March of 2021.

**Title VI Certification** – Jon Glass completed the annual training last month.

**FY 2019 Audit** – Audit forms will be ready for Board members to complete at the Board meeting. TDOT completed an audit of 4 current Airport grants and had no findings. **The City and Airport had no findings.**

**BOMA Budget Meeting** – We are scheduled to meet with BOMA after their April 13 Board meeting. **This meeting is presently scheduled for June 8.**

**Runway 6 PAPI** – We have had several failures on the runway 6 end. Guardian Electric inspected and recommended new control board that has been upgraded to prevent this issue. **The circuit board has arrived. Guardian Electric will be here the week of May 11 to install it.**

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**Vandy LifeFlight Hangar** – We have done some minor repair work on roof leaks that seem to be helping. Patrick Rinks inspected the roof and did not report any major problems to the roof itself but it does need more downspouts. During heavy rainfalls water is collecting on the east and west side of roof. He also noted that the roof fasteners are rusting and will need to be replaced in a few years. We are looking at replacing exterior light fixtures with LED due to cost of renting a lift to replace burned out light bulbs. We completed an emergency repair project on the hangar door on 9/27/19. Both door motors were replaced for \$3,850.00. We received 3 bids to install 4 more downspouts and seal an exhaust vent on the LefeFlight hangar.

C&G - \$1,082.00

Horst - \$1,750.00

Stuart - \$2,200.00

**C&G has finished the work and have been paid. The workers also found a large chunk of metal blocking an existing downspout and removed it. LifeFlight reported that the roof was draining much better.**

**XP Hangar Construction** – XP Services has requested the Airport to build two 10,000 square foot hangars and lease them to XP. The \$900,000 grant request to the Aeronautics Division Economic fund was approved at \$452,843.00. The City is looking at other sources to fund the remaining \$447,157. The plan is to build one hangar this year and one hangar next year which XP Services agreed with. Chairman Sirks and I have a meeting with Alderman Knowis and Jennifer Moody regarding financing and possible lease terms on 3/11/20. **The hangar project is postponed until further notice. We have advised the Aeronautics Division we will not be using the \$452,000 grant from the Economic Development Fund.**

**Taxiway A and South Ramp Drainage** – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work authorization should be ready for our approval on 2/12/19. Survey work is scheduled to be completed the week of 3/11/19. The following schedule will apply to this project and the pavement maintenance project. Engineer work completed July 3, bid advertisement July 7, bid opening and award July 30, construction begins August 12 and ends September 7. The design work is scheduled to be completed 6/21/19. The pre-bid meeting was on 9/10/19 and bid results will be available for the 9/17/19 Board meeting. Curl Construction is about 95% complete with the work. We expanded the scope of work and cost on the south ramp but it will still be under the grant amount. Curl has also worked with 2 hangar owners to improve drainage around their hangars. The ramp area and taxiway should drain much better after work is completed. Work is complete on the ramp and Taxiway A. Curl Construction has not submitted any bills yet. The final construction bill has been submitted to Curl Construction. Drainage on the South ramp did not work well during the last rainfall.

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Will have them check the area during the next rainfall. **The drains have been cleaned out and working. Final inspection was completed last week.**

**Pavement Maintenance Project** – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. The 90% design meeting is scheduled for the week of June 17<sup>th</sup>. Bids were opened on 8/7/19 with the following results:

American Stripers, LLC. - \$45,344.64

Remac, Inc. - \$73,663.50

Barton Construction \$93,807.00

The final payment of \$45,344.64 has been made to American Stripers. **The project close out letter is being processed.**

### **Airport CIP List**

**These are the projects that have been ranked by the Board for priority over the next 4 years:**

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).
3. North Taxiway Overlay (\$275,000).
4. Runway 6/24 crack repair and seal coat (\$375,000).

**We are trying to see if we can get the 5% local share paid by a different part of the CARES Act for number 1 and 3. A motion was made and approved to submit projects 1 and 3 for submission to the Aeronautics Division.**

Jon Glass attended the annual CIP meeting at Smyrna Airport on 10/17/19. The runway 18/36 concrete repair will not be funded by TAD and should be done on USDA loan if approved. The runway 6/24 crack repair and seal coat will most likely be completed by TAD at no cost to the Airport next year. The following items should be included:

1. **New Airfield Electrical vault or VOR building (\$150,000).**
2. **Drainage repairs – Undetermined (\$125,000).**

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**3. Ramp/Taxiway Concrete Repair (\$500,000).****The updated CIP list has been submitted the Aeronautics Division.**

**Runway 6/24 Seal Coat and Crack Repair** – Aeronautics Division advised Jon Glass that we did make the list for this work to be completed this year at no cost to the Airport. **The Engineer Company inspected runway 6/24 last month and will do some core samples later this month.**

**Maintenance Contract** – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. The terminal building parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant. **We received a \$13,680.13 reimbursement last month. That leaves a balance of \$1,319.87 prior to 6/30/20.**

***FUEL SALES***

Fuel sales for the month of April 2020 were 3,775.87 gallons. This is a 12,586.84. gallon decrease in the 16,362.71 gallons sold in April of 2019. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

**Fuel Sales 1/1/20 to 4/30/20 = 34,699.72**

Fuel Sales 1/1/19 to 4/30/19 = 72,765.48

**We sold more fuel on May 6 and 7 than all of April.**

<b>April 2020</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	1,065.2	1,169.17	<b>2,234.37</b>
<b>Flow Fee</b>	\$106.52	\$116.91	<b>\$223.43</b>
<b>Pump Fee</b>	\$532.60	\$292.29	<b>\$824.89</b>

<b>April 2020</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	380.8	1,160.7	<b>1,541.5</b>
<b>Flow Fee</b>	\$38.08	\$116.07	<b>\$154.15</b>
<b>Truck Fee</b>	\$38.08	\$116.07	<b>\$154.15</b>
<b>Pump Fee</b>	\$380.80	\$946.16	<b>\$1,326.96</b>

Total AVGAS &amp; Jet Gallons = 3,775.87

Total Flow Fee = \$377.58

Total Jet Truck Fee = \$154.15

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Total Pump Fee = \$2,151.85  
 Total Part-Time Employment Cost = \$2,628.00  
**Jet Truck Fee Minus Rental = -\$695.85**  
**Pump Fee Minus Employment Cost = -\$476.15**

#### **FUEL PRICES**

<b>5/7/20</b>	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	<b>\$3.10</b>	\$3.90	\$3.42		\$4.18	\$3.61
AVGAS FS	<b>\$3.35</b>	\$4.10		\$3.79	\$4.39	\$3.81
Jet	<b>\$2.99</b>	\$3.60	\$3.45	\$3.62	\$3.24	\$3.38

Airports within 50 miles of Tallahoma

Average AVGAS price - \$4.31 Average Jet price - \$3.74

**We were fortunate and able to purchase a full load of AVGAS and Jet fuel before fuel prices started to rise on May 7.**

#### **AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>April 2020</b>	<b>3,775.87</b>
<b>April 2019</b>	16,362.71
<b>April 2018</b>	25,523.97
<b>April 2017</b>	12,547.13
<b>April 2016</b>	17,598.67
<b>April 2015</b>	16,352.11
<b>April 2014</b>	11,319.33
<b>April 2013</b>	11,244.28
<b>April 2012</b>	9,014.39

#### **ANNUAL FUEL SALES (Gallons)**

<b>2019</b>	<b>255,545.34</b>
<b>2018</b>	<b>234,691.04</b>
<b>2017</b>	<b>192,043.95</b>
<b>2016</b>	<b>219,458.44</b>
<b>2015</b>	<b>206,683.02</b>
<b>2014</b>	<b>179,611.14</b>
<b>2013</b>	<b>118,597.24</b>
<b>2012</b>	<b>146,293.66</b>
<b>2011 * TAA took over fuel sales on</b>	<b>117,223.75</b>

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<b>5/11/11</b>	
<b>2010</b>	<b>97,983.8</b>
<b>2009</b>	<b>94,408.7</b>
<b>2008</b>	<b>113,262.8</b>
<b>2007</b>	<b>107,196.8</b>

### ***MAINTENANCE/NAVAID PROBLEMS***

**Fuel Tanks** – No problems or outages for April 2020.

**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.

**AWOS** – No problems or outages for April 2020.

**Veeder Root Fuel System** – No problems or outages for April 2020.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for April 2020.

**REILS AND PAPI** – PAPI on runway 6 took a lightning strike. **New circuit board should ship on 4/20/20.**

### ***HANGAR RENT/INSURANCE***

**OVERDUE RENT** –

**EXPIRED INSURANCE CERTIFICATE** – None

**OTHER** – Nothing

### ***AIRPORT MARKETING/PRESENTATIONS*** –

#### **6. Old Business:**

- A. Other Old Business** – Chairman Sirks reported that TAA Attorney Jeremy Bell sent a letter to the owner of the abandoned King Air on the ramp that they had until 6/5/20 to remove the Aircraft from the Airport.

#### **7. New Business**

- A. Other New Business** – Jon Glass reported that the TN Skydiving business was shut down for all of March and April of 2020. **A motion was made and approved** to waive charging them for utility bills for March and April.

**8. Aldermen Knowis Comments** – Alderman Knowis reported that most City of Tullahoma meetings were being held via Zoom. He reported that TN Skydiving had a busy weekend.

#### **9. Meeting was adjourned at 5:36 pm.**

Submitted on 3/18/2020

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<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**